BC OnLine

Site Registry
User's Guide

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Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:
In the Transaction screen, move to the Search field.

Buttons and other "clickable" items appear in bold. For example:
Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:
Type: `BC OnLine`

Variable input (that you provide) appears in italic Courier font. For example:
Type your *`Password`*

System messages (and other screen output) appear in bold Courier font. For example:
`PASSWORD CHANGE COMPLETED`

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

Tip
A way to make your work easier.

Note
Further information about the current subject.

Important
An emphatic note about the current subject.

Caution
An important point that could prevent an inconvenience.

Warning
An important point that could prevent a financial loss, or loss of data.

Folio Tag

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to "tag" each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don't use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

Note

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

If you don't need to use folio tags, just leave the Folio field blank.

Site Registry Overview

The Ministry of Environment's Site Registry is emphatically **not** just a registry of contaminated sites. The registry stores information about sites which have entered into the site assessment and remediation process. The registry also stores environmentally relevant historical information about sites.

Information in the Site Registry

Site information **may** include:

- legal and administrative notations such as "Pollution Abatement Order Issued" or "Certificate of Compliance Issued". Individuals or groups associated with each specific notation are also listed.
- names of site participants such as site owners, ministry contacts, other government officials, independent consultants, or others who are involved in the site.
- references to pertinent documents submitted to the ministry.
- associations the site may have with other sites.
- pertinent sections of the Site Profile.
- other relevant information.

Search Methods

There are four ways to search for sites on the Site Registry:

- by registry number (Land Titles PID, Crown Lands PIN, or Crown Lands File).
- by the site's ID number.
- by the site's address.
- by geographic area (a specific area centred around a point of latitude and longitude or around a postal code).

See Search Methods on page 7 for details.

Report Types

The Site Registry provides six types of report:

- Nil Search (if no sites are found).
- Selection List (least detailed search results).
- PEND (a site is said to be "Pending" if a Site Registry record exists but detailed information on the site is not currently available. In this case, the word **PEND** will appear in the Selection List, and only the Synopsis Report will be available.)
- Synopsis Report (an overview of a site chosen from the Selection List).
- Detail Report (all details of a site chosen from the Selection List).
- Profile History Report (a print report of all Site Profiles on record for a particular site).

See Report Types on page 19 for details.

Limitations of the Site Registry

The Site Registry summarizes activities and documents for sites. If necessary, the original documentation may be obtained from the appropriate ministry office.

Before using the Site Registry, please be aware of the following limitations so you know what to expect (and what not to expect) from the system:

- Legal Disclaimer (see page 4).
- Completeness of Sites (see page 4).
- Site Status Limitations (see page 4).
- Latitude and Longitude of Sites (see page 5).
- Land Title PID Limitations (see page 5).

Legal Disclaimer

The information on this registry has been filed in accordance with the provisions of the *Environmental Management Act*. While we believe the information to be reliable, BC OnLine and the province of British Columbia make no representation or warranty as to its accuracy or completeness. Persons using this information do so at their own risk.

Completeness of Sites

Users should be aware that historic data might not be complete. While the ministry makes an effort to include notations that took place on all sites, such events may or may not be part of the site's record.

Because much of the information on the Site Registry is provided by, or results from actions of third party sources, the ministry cannot guarantee its accuracy or completeness.

The initial implementation of the Site Registry contains all information available from Victoria and regional offices "Contaminated Site" case files. This does not mean that all sites on the registry are contaminated sites. If there is no specific notation to indicate that a site is contaminated, additional site-specific information must be used to determine whether or not a site is contaminated.

The Site Registry records information as it is known at the time of the ministry's involvement with the site. Property information that changes subsequent to the ministry's involvement might not be part of the record. If you see any information on the Site Registry which you know to be inaccurate, please contact the Site Registrar at 250-387-4441.

Site Status Limitations

Site status codes (such as "Active - Under Assessment" or "Inactive - Remediation Complete") are not driven by legislation, but are intended as a high level indication of the status of a file within the ministry process. People concerned about a site's status are encouraged to read the notations and associated information carefully and draw conclusions for themselves.

Latitude and Longitude of Sites

The latitude and longitude in the site is generally provided by third party sources, and the ministry cannot guarantee its accuracy. Sites that contain inaccurate latitude and longitude information might not be found by the Area Search.

Latitude and longitude information is not always required for titled properties which have not proceeded beyond the initial screening stage of the site assessment process. If latitude and longitude information is not part of the site record, an Area Search might not find sites even if they are within the specified search area. Such sites may be found by using an Address Search or PID search.

Land Title PID Limitations

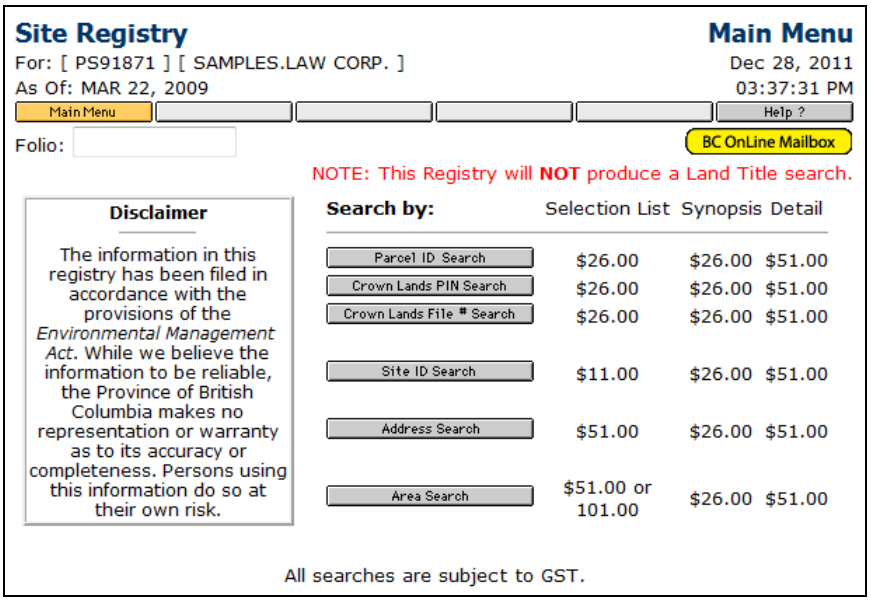
A property's Land Title PID can change with subdivision, and cease to represent real property. For example, a site may have been registered under one set of PIDs ("parent" PIDs) and the property represented by these PIDs may have been subdivided, creating new PIDs ("child" PIDs).

When a new or historic site is entered onto the Site Registry, PID information is included if it is available. The PIDs recorded on the Site Registry are periodically compared to those on the Land Titles Registry and any modifications to the property (with respect to the new PIDs) are noted on the Site Registry. This provides a linkage between PIDs that were recorded at the time of the ministry's involvement with the site to new PIDs which may exist in the future. However, given that sites are not restricted only to legally titled property, PIDs are not available for all site records.

Tip
PIDs are maintained by the Land Title and Survey Authority, not by the Site Registry. To find a PID, you can a) look on the property's tax notice, b) search the LTSA's web page, or c) use BC OnLine to search BC Assessment.

The Main Menu

When you enter the Site Registry, you will see the Main Menu screen.



The **Search By** buttons in the middle of the screen provide various methods you can use to search for a site. The costs for each report type are shown to the right.

The **`As of:`** field in the top left corner shows the date to which the Site Registry is current. Sites that were added on or before this date are accessible through the Site Registry.

There are three buttons in the BC OnLine button bar that are available on every screen in the Site Registry. You can always click:

- **Main Menu** to exit the Site Registry and return to the BC OnLine main menu.
- **Return** to return to the previous screen in the system.
- **Help** to view system help.

See Search Methods on page 7 for an explanation of the **Search By** buttons.

Search Methods

Finding a site on the Site Registry may involve using one or more (possibly all) of the following searches:

- Registry Number Searches (see page 8) let you search by PID, PIN or Crown Land File number.
- Site ID Number Search (see page 12) lets you search by site ID number.
- Address Search (see page 13) lets you search by site address.
- Area Search (see page 15) lets you search by latitude and longitude.

A search of the Site Registry involves these steps:

1. Choose a search method from the main menu.
2. Fill in the search screen.
3. Review the search results. If any sites match your search criteria, they will appear in the Selection List (see page 22). If no sites match your search criteria, a Nil Search will result (see page 20).
4. Select any site in the Selection List for which you want a Synopsis Report (see page 26) or a Detail Report (see page 30).
5. Display the report on your computer screen and send a print to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. If the site information is under review by the ministry, a "Pending" message (**PEND**) appears. This indicates that a site record exists, but only the Synopsis Report is available. Detail Reports are not available for Pending site records.

Some users may go only as far as the Selection List (for example, to see when a site was last updated). Others may choose to continue to the Synopsis Report or the Detail Report. Which you choose will depend on how much information you require.

To start a search, click one of the six "Search By" buttons:

- The top three buttons (**Parcel ID Search**, **Crown Lands PIN Search**, and **Crown Lands File Search**) all take you to the Registry Number Searches screen (see page 8).
- The **Site ID Search** button takes you to the Site ID Number Search (see page 12).
- The **Address Search** button takes you to the Address Search screen (see page 13).
- The **Area Search** button takes you to the Area Search screen (see page 15).

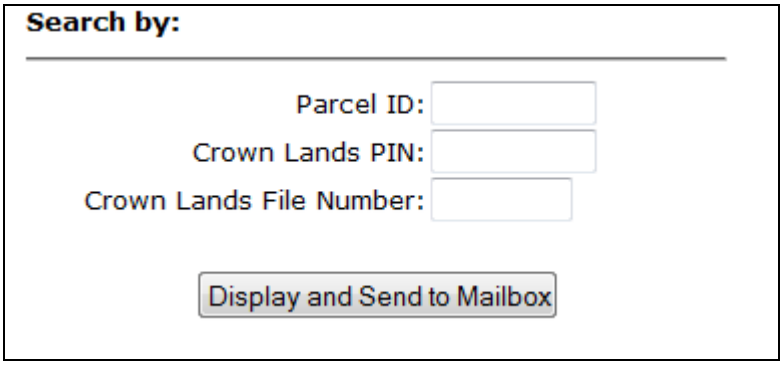
Registry Number Searches

You will come to this screen when you click the **Parcel ID Search**, **Crown Lands PIN Search**, or the **Crown Lands File Search** button on the main menu. You can use one of the three registry searches at a time. In order of preference, try:

1. Parcel ID Number Search (see page 9). A site will have one or more PID numbers if the property is legally titled.
2. Crown Lands PIN Number Search (see page 10). A site may have one or many PIN numbers if the property is listed on the Crown Land Registry.
3. Crown Lands File Number Search (see page 11). A site may contain a Crown Lands File Number if the property is Crown land that has not been assigned a PIN number.

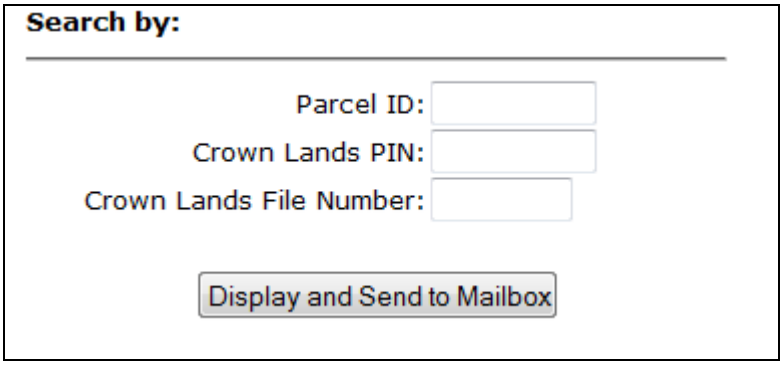
Tip

Crown land may have both PINs and Crown Land File numbers. Legally titled Crown land will have both Parcel IDs and PINs.



Fill in any one of these three fields, then click **Display and Send to Mailbox** to display the search results and send them to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. Do not fill in more than one search field.

Parcel ID Number Search



You will come to this screen when you click the **Parcel ID Search** button on the main menu.

The Land Title PID (parcel identifier) search is one of the best ways to search for a site. Because most sites occur in urban areas, properties associated with the sites are likely to be legally titled. This means that most sites on the Site Registry will contain at least one PID. To find a PID, you can a) look on the property's tax notice, b) search the LTSA's web page, or c) use BC OnLine to search BC Assessment.

> **Note**
> Remember that a PID may be associated with more than one site, and that a site may be associated with more than one PID.

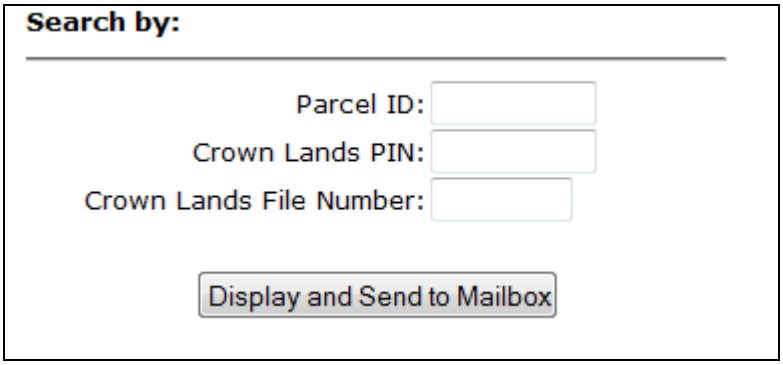
Instructions

`Land Title PID`
Type the nine-digit *`PID Number`* from the property's land title (without dashes).

Click **Display and Send to Mailbox** to display the search results and send them to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC OnLine account.
- If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC OnLine account.

Crown Lands PIN Number Search



You will come to this screen when you click the Crown Lands PIN Search button on the main menu.

The Crown Lands PIN (property identification number) search is a good way to search for a site if the property is not currently in private ownership, and is on the Crown Lands Registry Information System (CLARIS).

> **Note**
> Remember that a Crown land area defined by a PIN may be associated with more than one site, that a site may be associated with more than one PIN, and that a site may be associated with other sites.

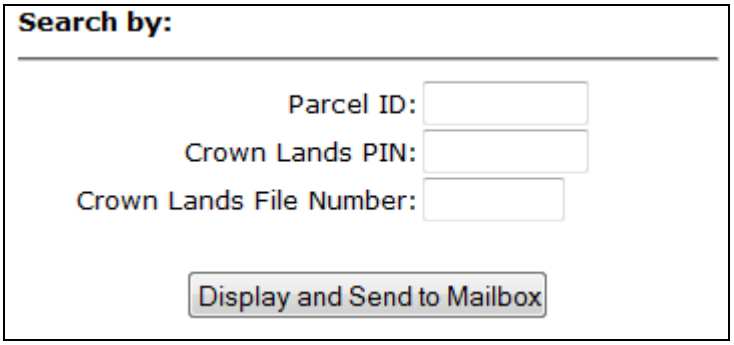
Instructions

`Crown Lands PIN`
Type the seven-digit *`PIN Number`*.

Click **Display and Send to Mailbox** to display the search results and send them to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC OnLine account.
- If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC OnLine account.

Crown Lands File Number Search



You will come to this screen when you click the **Crown Lands File # Search** button on the main menu.

The Crown Lands File Number search is a good way to search for a site if the property is Crown land that has not yet been assigned a Crown Land PIN number.

> **Note**
> Remember that a Crown land area may be associated with more than one site, that a site may be associated with more than one Crown land area, and that a site may be associated with other sites.

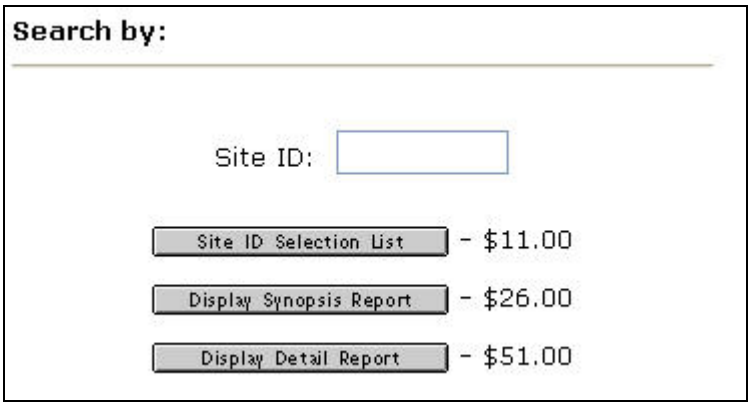
Instructions

`Crown Lands File Number`
Type the seven-digit *`Crown Lands File Number`*.

Click **Display and Send to Mailbox** to display the search results and send them to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC OnLine account.
- If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC OnLine account.

Site ID Number Search



You will come to this screen when you click the **Site ID Search** button on the main menu.

The Site ID number is assigned by the ministry when sufficient information becomes available to create a site record. Because this number is unique, the Site ID Number search is the best way to search for a site.

> **Note**
> Remember that a site may be associated with other sites. While associated sites will not appear in the Selection List, they will appear in the Detail Report.

Instructions

`Site ID`
Type the *`Site ID Number`*.

Click one of the buttons. The fee for each search type will be deducted from your BC OnLine account.

Click **Site ID Selection List** to view the Selection List (see page 22).

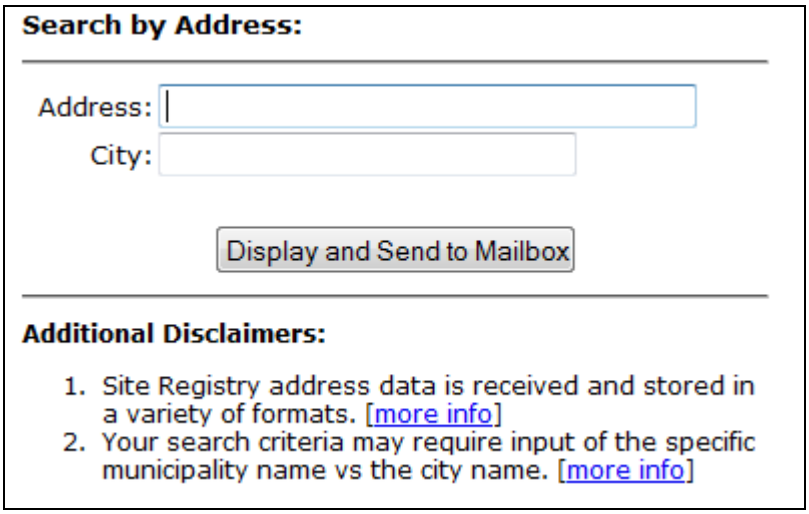
> **Tip**
> If you are certain you have the correct Site ID number, you can bypass the Selection List and go directly to a Synopsis Report or Detail Report.

Click **Display Synopsis Report** to display the Synopsis Report (see page 26).

Click **Display Detail Report** to display the Detail Report (see page 30).

If no sites are associated with your Site ID number, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC OnLine account.

Address Search


Search by Address:
Address:
City:
Display and Send to Mailbox
Additional Disclaimers:
1. Site Registry address data is received and stored in a variety of formats. [more info]
2. Your search criteria may require input of the specific municipality name vs the city name. [more info]

You will come to this screen when you click the **Address Search** button on the main menu.

The Address search lets you type in an address and a city. You can use asterisks * as "wild cards" to widen a search.

> **Tip**
> If you are unsure of an address, or if you have trouble locating a property, you can widen the search using one or two asterisks * as wild cards to signify "anything". For example, if you enter `* Front *` the system will list all addresses containing the word "Front". The first asterisk stands for all street numbers, and the second asterisk stands for all variations of street, avenue, road, etc.

Instructions

`Address`
Type the property's *`address`*.

`City`
Type the property's *`city`*.

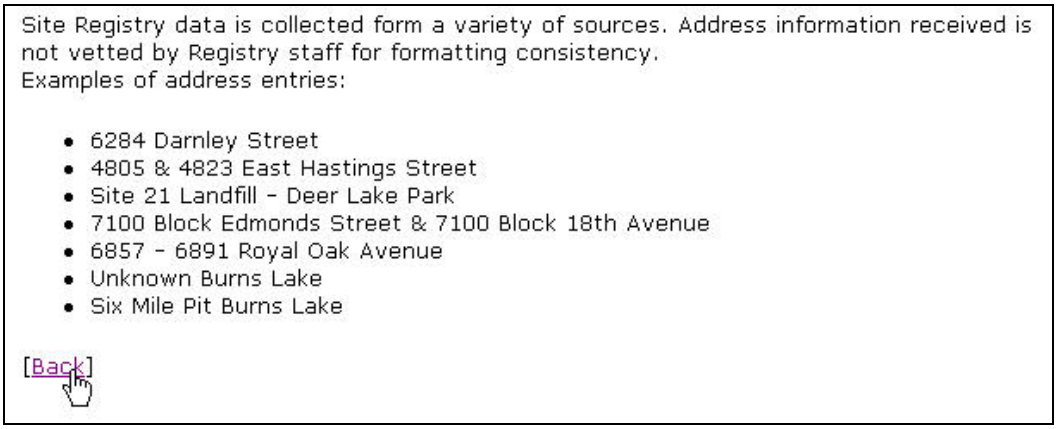
Click **Display and Send to Mailbox** to display the search results and send them to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC OnLine account.
- If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC OnLine account.

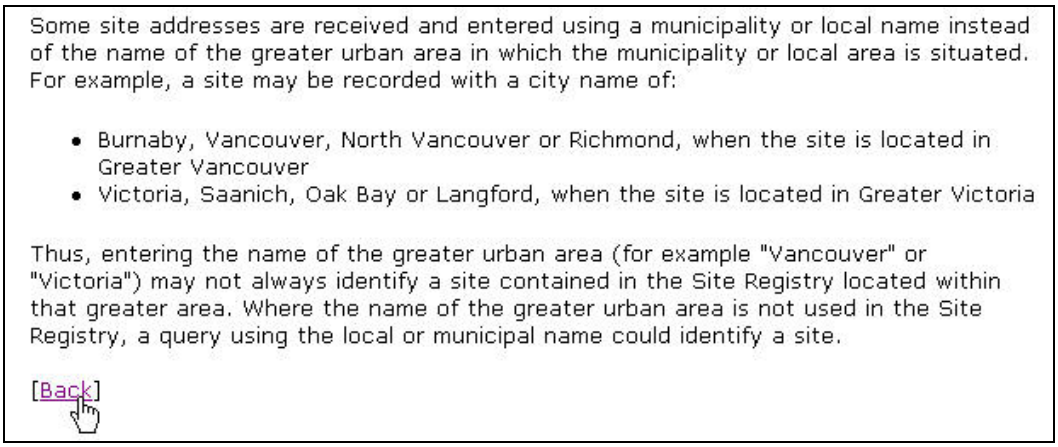
Additional Disclaimers

The Additional Disclaimers section contains more information on searching by address. Click **[more info]** to see a screen showing details. The information in the two screens is shown below.

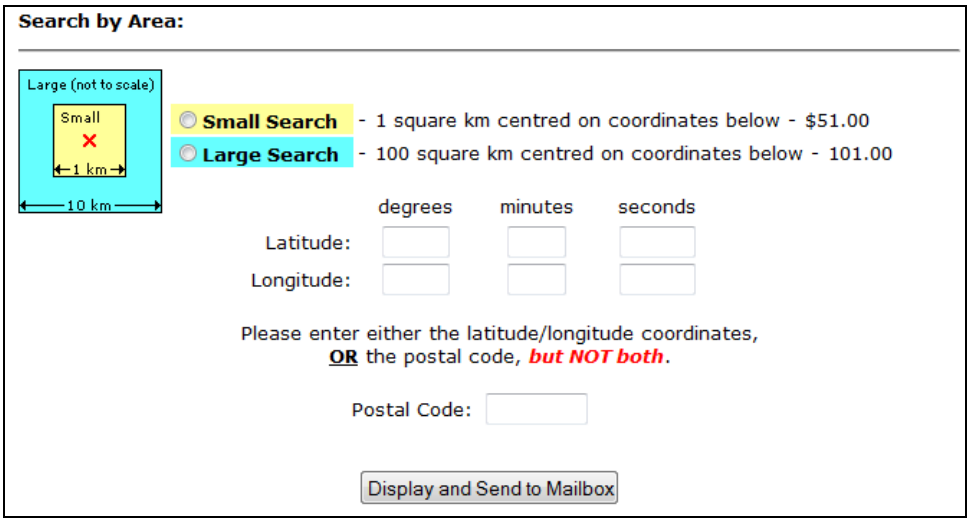
1. Site Registry address data is received and stored in a variety of formats.


Site Registry data is collected form a variety of sources. Address information received is not vetted by Registry staff for formatting consistency.
Examples of address entries:
6284 Darnley Street
4805 & 4823 East Hastings Street
Site 21 Landfill - Deer Lake Park
7100 Block Edmonds Street & 7100 Block 18th Avenue
6857 - 6891 Royal Oak Avenue
Unknown Burns Lake
Six Mile Pit Burns Lake
[Back]

2. Your search criteria may require input of the specific municipality name vs the city name.


Some site addresses are received and entered using a municipality or local name instead of the name of the greater urban area in which the municipality or local area is situated. For example, a site may be recorded with a city name of:
Burnaby, Vancouver, North Vancouver or Richmond, when the site is located in Greater Vancouver
Victoria, Saanich, Oak Bay or Langford, when the site is located in Greater Victoria
Thus, entering the name of the greater urban area (for example "Vancouver" or "Victoria") may not always identify a site contained in the Site Registry located within that greater area. Where the name of the greater urban area is not used in the Site Registry, a query using the local or municipal name could identify a site.
[Back]

Area Search



You will come to this screen when you click the **Area Search** button on the main menu.

This search method lets you look for sites around a point of latitude and longitude. You can either specify a latitude and longitude, or enter a postal code. If you enter a postal code, the system will use its latitude and longitude as the centre of your search.

The success of this search method depends on whether or not the site record contains longitude and latitude information. Keep in mind the following:

- Records of sites on Crown land will generally contain latitude and longitude information.
- Records of sites on legally titled property which have not proceeded beyond the initial screening stage of the site assessment process might not contain latitude and longitude information.
- Records of sites which have proceeded beyond the initial screening stage of the site assessment process will most likely contain latitude and longitude information.

Considering the points above, an Area Search might fail to find records of sites if they have not proceeded beyond the initial screening stage of the site assessment process.

All sites that contain latitude and longitude specifications within the specified range will be included in the search results.

Caution

Latitude and longitude coordinates in Site Registry records are generally provided by third party sources, and are not guaranteed to be accurate. Sites that contain inaccurate latitude and longitude information might not be picked up by this search method.

Search Ranges

There are two search ranges from which to choose: one square kilometre or 100 square kilometres. The small search costs less than the large search. The following illustration shows how the two search ranges work:

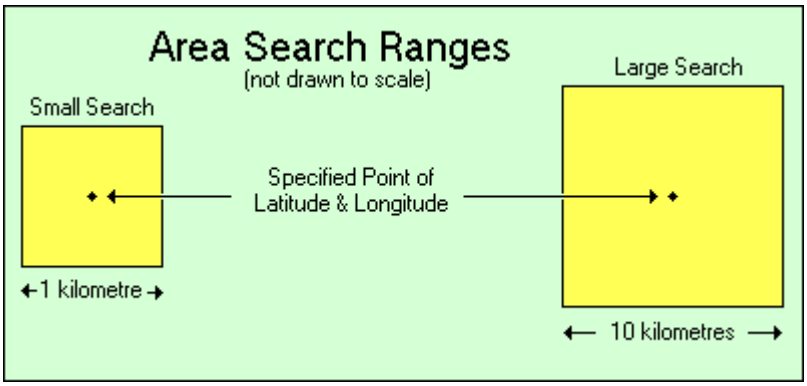


Figure 1: Area Search Ranges

A small search covers 500 metres north, south, east, and west of the specified point (an area of one square kilometre).

A large search covers 5 kilometres north, south, east, and west of the specified point (an area of 100 square kilometres).

What is Included in an Area Search

If a site's centre falls within the boundary of an area search, the site will be included in the search results. If a site's centre falls outside the boundary of an area search, the site will be excluded from the search results, even though part of the site may fall within the area search boundary.

The following illustration shows an area search that partially covers three sites. Note that only sites 1 and 2 will be included in the search results. Even though part of site 3 is inside the boundary of the search area, it will not be included in the search results because its centre is outside the search area. This may become confusing if a site's boundary is an unusual shape and the centre is difficult to establish.

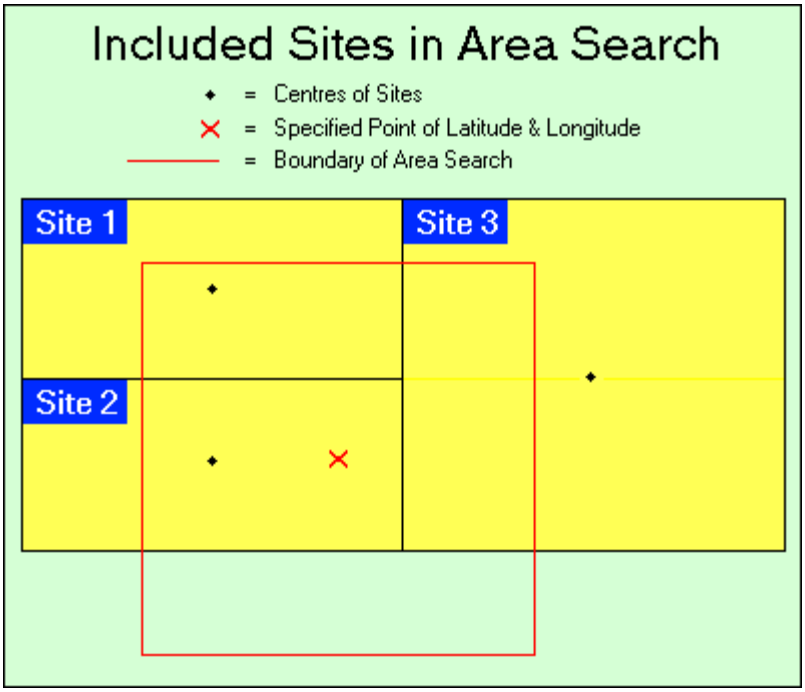


Figure 2: Included Areas in Area Search

Instructions

Click the **Small Search** radio button or the **Large Search** radio button to select a small or large search range.

Either specify latitude and longitude, or a postal code (but not both).

`Latitude`
Type the number of *`degrees`*, *`minutes`*, and *`seconds`* of latitude.

`Longitude`
Type the number of *`degrees`*, *`minutes`*, and *`seconds`* of longitude.

> **Tip**
> Enter latitude and longitude in the format: `nnn, nn, nn.n` where n is a number. Note that the Seconds field can contain a decimal point. For example, you might type `49`, `5`, `8` in the Latitude fields, and `117`, `45`, `10.5` in the Longitude fields.

`Postal Code`
Type a *`Postal Code`*. The system will use the latitude and longitude of the postal code as the centre of your search.

> **Caution**
> Because some postal code areas can be quite large, the latitude/longitude of the postal code you enter may be more than half a kilometre from your actual point of interest. BC OnLine therefore recommends that you choose the large area search when using a postal code as search criteria.

Click **Display and Send to Mailbox** to display the search results and send them to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. One of two things will happen:

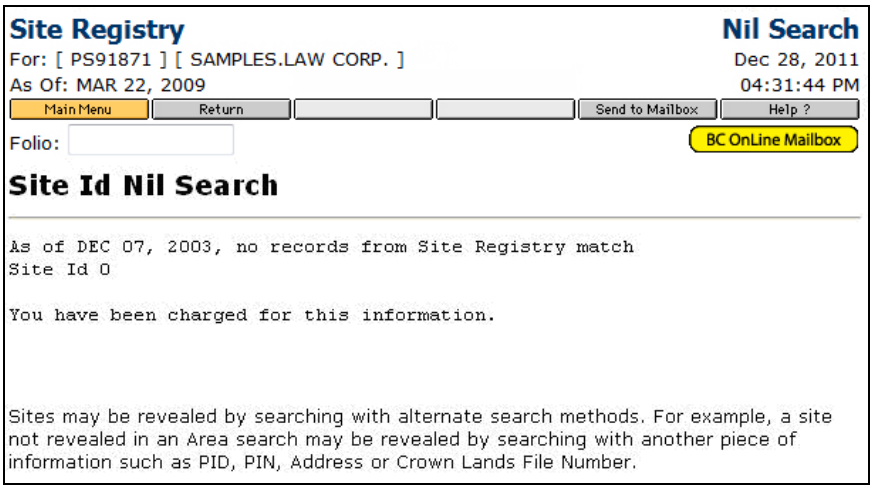
- If one or more sites fall within the specified range, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC OnLine account.
- If no sites fall within the specified range, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC OnLine account.

Report Types

Six report types are available on the Site Registry.

1. A Nil Search (see page 20) indicates that no sites on the Site Registry match the search criteria.
2. A Selection List (see page 22) includes:
   - the Site ID number
   - whether the site is pending
   - the date when the site information was last updated
   - the site's civic address and city.
3. A site that is under review is said to be Pending (see page 25). This is indicated by the word PEND in the Selection List (see page 22). Some of the site record's information may be temporarily removed from the system. In this case, the Synopsis Report (see page 26) will be available, but the Detail Report (see page 30) will not be available.
4. A Synopsis Report (see page 26) includes:
   - the site's approximate latitude and longitude (if available)
   - the regional office's ministry file number
   - the Victoria office ministry file number
   - the date to which information in the site record is current
   - the site's fee category
   - the site's address, city, province, and postal code
   - "count" fields showing how many associated items are in the Detail Report. These items include notations, documents, site associations, site participants, suspected land uses, and parcel descriptions. Details of these items do not appear in the Synopsis Report. If a site is Pending, all of the count fields will be set to zero.
   - the site's status within the ministry
   - if a Site Profile exists, pertinent sections from the most recent complete Site Profile submitted to the Site Registrar.
5. A Detail Report (see page 30) includes everything in the Synopsis Report, plus details of all associated items such as notations, documents, site associations, site participants, suspected land uses, and parcel descriptions.
6. After selecting a Detail Report, you may print the Profile History Report (see page 36) at no extra charge. If earlier Site Profiles exist, this report prints out the pertinent sections from all current and historic Site Profiles relating to the site.

Nil Search


Site Registry
Nil Search
For: [PS91871] [SAMPLES.LAW CORP.]
Dec 28, 2011
As Of: MAR 22, 2009
04:31:44 PM
Main Menu
Return
Send to Mailbox
Help ?
Folio:
BC OnLine Mailbox
Site Id Nil Search
As of DEC 07, 2003, no records from Site Registry match
Site Id 0
You have been charged for this information.
Sites may be revealed by searching with alternate search methods. For example, a site not revealed in an Area search may be revealed by searching with another piece of information such as PID, PIN, Address or Crown Lands File Number.

If no sites match your search criteria, the system produces a Nil Search. This indicates that the Site Registry does not contain a site for the search criteria that you specified. A Nil Search costs the same as a Selection List.

You can click the **Send to Mailbox** button in the BC OnLine button bar to send the Nil Search information to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information.

> **Note**
> The Site Registry contains information relating to site assessment and remediation. Other types of information not related to site assessment and remediation (such as certain permits) are available by contacting the ministry.

A Nil Search does not necessarily mean that a site record does *not* exist. Only the Site ID number is sure to be part of every site record. All other search criteria may or may not be part of a site record.

If you know the Site ID number, use it as your first search criterion. If you do not know this number, a thorough search might require using more than one search criterion.

To determine how to search again after a Nil Search, consult the following table. If you don't know the first criterion, try the next one.

If you searched using this criterion...	**...and received a Nil Search, try again using:**
Land Title PID	Site ID (see page 12) Crown Lands PIN (see page 10) Crown Lands File Number (see page 11) Address Search (see page 13) Area Search (see page 15)
Crown Lands PIN	Site ID (see page 12) Parcel ID (see page 9) Crown Lands File Number (see page 11) Address Search (see page 13) Area Search (see page 15)
Crown Lands File Number	Site ID (see page 12) Parcel ID (see page 9) Crown Lands PIN (see page 10) Address Search (see page 13) Area Search (see page 15)
Civic Address	Site ID (see page 12) Parcel ID (see page 9) Crown Lands PIN (see page 10) Crown Lands File Number (see page 11) Area Search (see page 15)

Selection List

The Selection List screen shows all of the sites on the Site Registry that match your search criteria. The total number of matching sites is displayed in the top left corner of the screen.

For each site, there are five display fields:

`Site ID` is the Site ID number.

`PEND` will appear in a status field if the site is pending (see Pending on page 25).

`Updated` is the date when the site information was last updated.

`Address` is the civic address of the site.

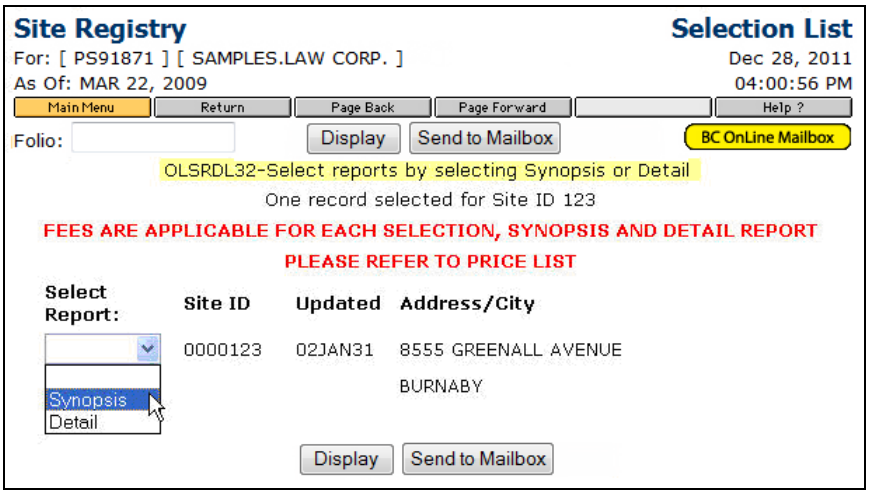
`City` is the city, village, town, or municipality of the site.

If you do not require further details on any of the sites, you can click **Return** to return to the screen you used in your search.

If you do require further details on one of the sites, you can choose either a Synopsis Report (see page 26) or a Detail Report (see page 30) by following the instructions for a Single Search Result (see page 22) or Multiple Search Results (see page 23).

Single Search Result

Instructions



In the Select Report list, click either **Synopsis** or **Detail**.

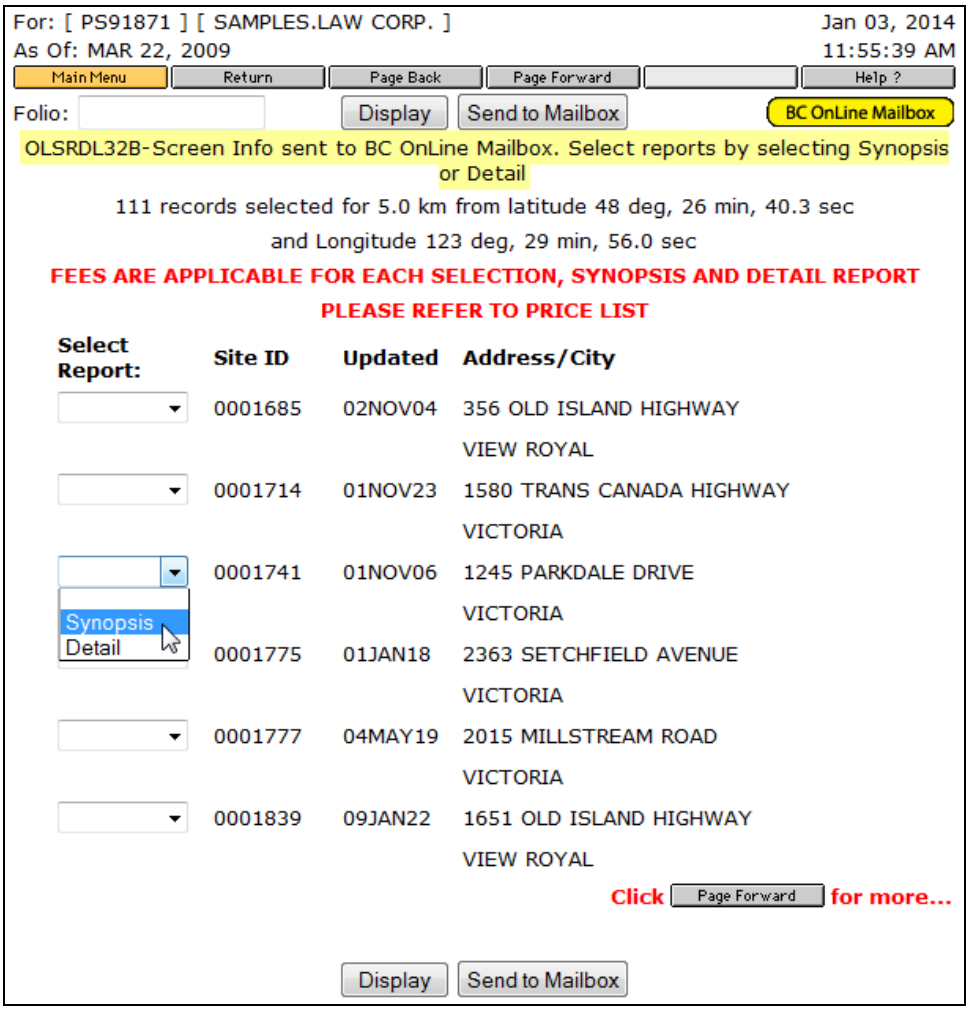
Click **Display** to display the report (and then optionally send it to your BC OnLine Mailbox).

Click **Send to Mailbox** if you want to send the information on this screen to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information.

If you do not require further details on this site, you can click **Return** to return to the screen you used in your search.

Multiple Search Results

Instructions


For: [PS91871] [SAMPLES.LAW CORP.]
Jan 03, 2014
As Of: MAR 22, 2009
11:55:39 AM
Main Menu
Return
Page Back
Page Forward
Help ?
Folio:
Display
Send to Mailbox
BC OnLine Mailbox
OLSRDL32B-Screen Info sent to BC OnLine Mailbox. Select reports by selecting Synopsis or Detail
111 records selected for 5.0 km from latitude 48 deg, 26 min, 40.3 sec
and Longitude 123 deg, 29 min, 56.0 sec
FEES ARE APPLICABLE FOR EACH SELECTION, SYNOPSIS AND DETAIL REPORT
PLEASE REFER TO PRICE LIST
Select Report:
Site ID
Updated
Address/City
0001685 02NOV04 356 OLD ISLAND HIGHWAY VIEW ROYAL
0001714 01NOV23 1580 TRANS CANADA HIGHWAY VICTORIA
0001741 01NOV06 1245 PARKDALE DRIVE VICTORIA
Synopsis
Detail
0001775 01JAN18 2363 SETCHFIELD AVENUE VICTORIA
0001777 04MAY19 2015 MILLSTREAM ROAD VICTORIA
0001839 09JAN22 1651 OLD ISLAND HIGHWAY VIEW ROYAL
Click Page Forward for more...
Display
Send to Mailbox

If more than one site matches your search, a selection list will show all of the reports you can order (the list itself is sent automatically to your BC OnLine Mailbox). In the Select Report list beside the site(s) you want, click either **Synopsis** or **Detail**.

Click **Display** to display the report.

> **Note**
> When you click the Display button, only the *first* selected report in the list will be displayed, even if more than one item is selected.

Click **Send to Mailbox** to send the reports you have selected to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information.

If the report is available, the fee for a Synopsis Report or a Detail Report will be charged to your BC OnLine account.

Note

If the site you select has been removed from the registry for review by the ministry, only the Synopsis Report will be available. It will contain a message indicating that the site is Pending, and that the Detail Report is currently unavailable. In this case, you will be charged only for the Synopsis Report.

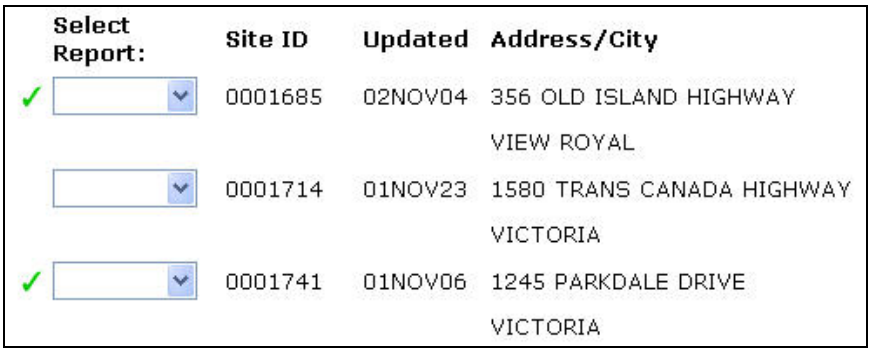
If the Selection List contains more sites than will fit on one screen, the message **Click Page Forward for more...** will appear at the bottom of the screen. You can click **Page Forward** to go to the next screen. You can also click **Page Forward** in the BC Online button bar, or **Page Back** to go to the previous screen.

Tip

If you have selected a report from the list, you must click **Display** or **Send to Mailbox** before you can Page Forward to more results.

If you do not require further details on *any* of the sites, you can click **Return** to return to the screen you used in your search.

When you return to the Selection List screen after viewing or printing a report, a check mark will appear beside all reports you viewed or sent to your BC OnLine Mailbox.



Pending

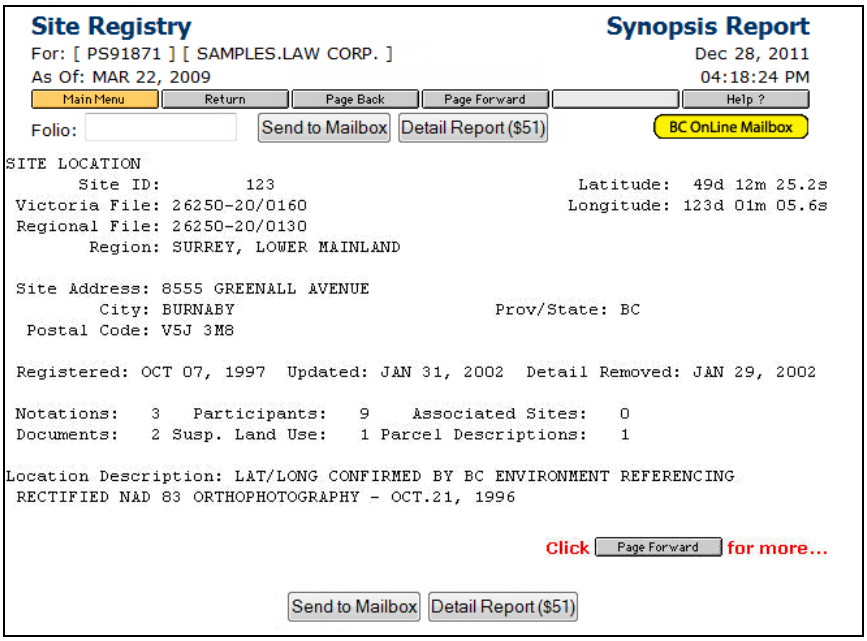
When you select a Synopsis Report or a Detail Report from the Selection List screen, the system searches for the site you specified.

If the ministry is updating information in a site record, the Detail Report will be unavailable. A message will appear in the Synopsis Report for the site you selected, indicating that the site information is Pending.

The **Status** field indicates the site's status within the ministry, rather than the site's legal status. If the status is Pending, information about this site is currently being updated or modified, and only the Synopsis Report (see page 26) will be available from the Site Registry. Written Site Information Requests for access to information from paper records may be made to ministry headquarters in Victoria. Refer to Schedule 3, Table 1, Item 3, of the Contaminated Sites Regulation for associated fees.

You can click the **Send to Mailbox** button to send this information to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information. Because the Detail Report is not available for Pending sites, you will be charged only for the Synopsis Report.

Synopsis Report



The Synopsis Report displays summary information of a site record. The Detail Report (see page 30) displays more information than the Synopsis Report.

The first page of the Synopsis Report contains basic information about the site.

When the message **Click Page Forward for more...** appears at the bottom of the screen, you can click **Page Forward** to go to the next screen. You can also click **Page Forward** in the BC Online button bar, or **Page Back** to go to the previous screen. You can also:

- click **Send to Mailbox** to send the Synopsis Report to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information.
- click **Detail Report** to jump to the Detail Report for the current site. Please note that the Detail Report fee will be deducted from your BC OnLine account.

Explanation of Display Fields

Note
The following fields are also shown in the Detail Report.

Site Location Fields

The first fields show information about the site.

`Site ID` shows the ministry's Site ID number.

`Latitude and Longitude` show the approximate location of a site's centre in degrees, minutes, and seconds. This can be useful if you want to perform an Area Search screen (see page 15) to find adjacent sites.

Victoria File shows the site's file number in the ministry's Victoria office. This number or the regional file number are useful as references if you plan to contact the ministry regarding the site.

Regional File shows the site's file number in the ministry's regional office or the Environment Canada office in North Vancouver.

Region shows the regional ministry office or Environment Canada office that may be contacted regarding the site.

Site Address, **City**, **Prov/State**, **Postal Code** the civic address of the site, if one exists.

Registered, **Updated**, **Detail Removed** shows the dates that the site was first registered on the Site Registry, when it was last updated, and if the site record is Pending, when it was removed for review by the ministry.

Count Fields

The next fields are "count" fields that indicate the number of other items that are associated with this site. The items themselves are not shown in the Synopsis Report, but are shown in the Detail Report.

Notations shows the number of activities, as described in the *Environmental Management Act*, that are part of the site record. Pertinent legal and administrative notations are counted here. For example, a notation may indicate that a covenant has been registered against a site with respect to contamination, that a Pollution Abatement Order has been issued against the site, or that the ministry has received a site investigation report.

Participants shows the number of stakeholders and affected parties who are involved as site participants. For example, this can include the property owner at the time of the ministry's involvement, the main ministry contact, environmental consultants, or others.

Associated Sites shows how many other sites are associated with the site. Sites can be associated in a number of ways. For example, site associations might show other sites covered by the same remediation plan, or other sites that were part of a larger property before subdivision, or sites which share a common PID. Associations work both ways: if site "A" is associated with site "B", then site "B" is also associated with site "A".

Documents shows the number of external documents, such as environmental consultant reports associated with the site, that have been submitted to the ministry.

Susp. Land Use shows the number of suspected historical and/or current uses for the land.

Parcel Descriptions shows the number of PIDs, PINs, or Crown Land File numbers that are associated with the site.

Other Information

Location Descriptions provides free form information that may help with locating the site. For example, a comment might include local directions to the site or an indication as to how the latitude and longitude information was obtained.

Status shows one of ten status codes. These codes indicate the site's status within the ministry, rather than the site's legal status. These codes are:

- **Active - Assessment Complete** All required assessment information has been provided.
- **Active - Remediation Complete** Remediation is complete, but the site remains active for further monitoring, maintenance, or to fulfill other commitments required to maintain its remediation such as long term groundwater pumping.
- **Active - Under Assessment** The site is currently under assessment.
- **Active - Under Remediation** Site remediation activities are underway.
- **Inactive - No Further Action** The site is inactive, but not necessarily remediated. However, the ministry requires no further information or action with respect to this site at this time.
- **Inactive - Remediation Complete** Remediation is complete, and the file has become inactive. No further action is required at this time.
- **Pending** Information about this site is currently being updated or modified. Only the Synopsis Report is available from the Site Registry at this time. Written Site Information Requests for access to information from paper records may be made to ministry headquarters in Victoria. Refer to Schedule 3, Table 1, Item 3, of the Contaminated Sites Regulation for associated fees.
- **Site Profile Received** The site profile has been received and entered into the Site Registry, but no further action has taken place.
- **Soil Received** A Contaminated Soil Relocation Agreement under the *Environmental Management Act* has been finalized, and the site has received or will receive soil under that agreement.
- **Unknown Status** A site exists, but the ministry does not have sufficient information to determine its status.

Fee Category shows which category is used to calculate the site's regulatory review fees, as determined by regulations under the *Environmental Management Act*. For example, these include fees for reviewing a preliminary site investigation, or fees for processing a contaminated soil relocation agreement. Please see the pertinent regulations for a description of site size and complexity. Note that these are not remediation costs. Before July 2004, there were seven fee category codes:

- **Small - Simple** small sized site with simple contamination
- **Medium - Simple** medium sized site with simple contamination
- **Large - Simple** large sized site with simple contamination
- **Small - Complex** small sized site with complex contamination
- **Medium - Complex** medium sized site with complex contamination
- **Large - Complex** large sized site with complex contamination

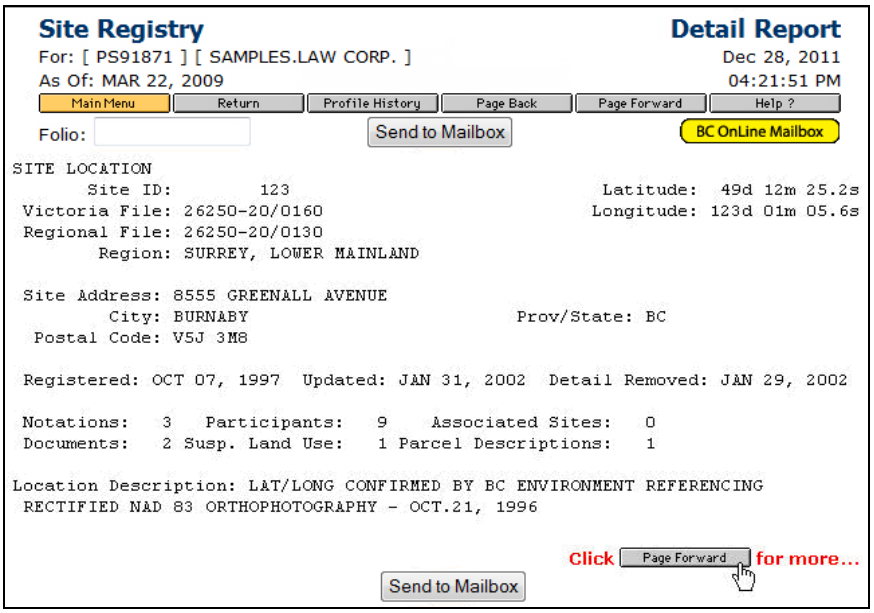
Not Applicable After July 2004, the fee categories were reduced to three category codes:

- **Simple**
- **Complex**
- **Not Applicable**

Site Profile

The remaining pages of the Synopsis Report show pertinent sections of the most current Site Profile information made available to the Site Registry.

Detail Report



The Detail Report displays all of the information that is shown in the Synopsis Report (see page 26), and more.

You can click the **Profile History** button in the BC OnLine button bar if you want to view the Profile History Report (see page 36).

The first page of the Detail Report shows basic information about the site.

When the message **Click Page Forward for more...** appears at the bottom of the screen, you can click **Page Forward** to go to the next screen. You can also click **Page Forward** in the BC Online button bar, and **Page Back** to go to the previous screen. You can click **Send to Mailbox** to send the Detail Report to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information.

Explanation of Display Fields

Site Location Fields

The first fields show information about the site.

`Site ID` shows the ministry's Site ID number.

`Latitude and Longitude` show the approximate location of a site's centre in degrees, minutes, and seconds. This can be useful if you want to perform an Area Search screen (see page 15) to find adjacent sites.

`Victoria File` shows the site's file number in the ministry's Victoria office. This number or the regional file number are useful as references if you plan to contact the ministry regarding the site.

`Regional File` shows the site's file number in the ministry's regional office or the Environment Canada office in North Vancouver.

Region shows the ministry's regional office or Environment Canada office that may be contacted regarding the site.

Site Address, **City**, **Prov/State**, **Postal Code** the civic address of the site, if one exists.

Registered, **Updated**, **Detail Removed** shows the dates that the site was first registered on the Site Registry, when it was last updated, and if the site record is Pending, when it was removed for review by the ministry.

Count Fields

The next fields are "count" fields that indicate the number of other items that are associated with this site. The items themselves are not shown in the Synopsis Report, but are shown in the Detail Report.

Notations shows the number of activities, as described in the *Environmental Management Act*, that are part of the site record. Pertinent legal and administrative notations are counted here. For example, a notation may indicate that a covenant has been registered against a site with respect to contamination, that a Pollution Abatement Order has been issued against the site, or that the ministry has received a site investigation report.

Participants shows the number of stakeholders and affected parties who are involved as site participants. For example, this can include the property owner at the time of the ministry's involvement, the main ministry contact, environmental consultants, or others.

Associated Sites shows how many other sites are associated with the site. Sites can be associated in a number of ways. For example, site associations might show other sites covered by the same remediation plan, or other sites that were part of a larger property before subdivision, or sites which share a common PID. Associations work both ways: if site "A" is associated with site "B", then site "B" is also associated with site "A".

Documents shows the number of external documents, such as environmental consultant reports associated with the site, that have been submitted to the ministry.

Susp. Land Use shows the number of suspected historical and/or current uses for the land.

Parcel Descriptions shows the number of PIDs, PINs, or Crown Land File numbers that are associated with the site.

Other Information

Location Descriptions provides free form information that may help with locating the site. For example, a comment might include local directions to the site or an indication as to how the latitude and longitude information was obtained.

Status shows one of ten status codes. These codes indicate the site's status within the ministry, rather than the site's legal status. These codes are:

- **Active - Assessment Complete** All required assessment information has been provided.
- **Active - Remediation Complete** Remediation is complete, but the site remains active for further monitoring, maintenance, or to fulfill other commitments required to maintain its remediation such as long term groundwater pumping.
- **Active - Under Assessment** The site is currently under assessment.
- **Active - Under Remediation** Site remediation activities are underway.
- **Inactive - No Further Action** The site is inactive, but not necessarily remediated. However, the ministry requires no further information or action with respect to this site at this time.
- **Inactive - Remediation Complete** Remediation is complete, and the file has become inactive. No further action is required at this time.
- **Pending** Information about this site is currently being updated or modified. Only the Synopsis Report is available from the Site Registry at this time. Written Site Information Requests for access to information from paper records may be made to ministry headquarters in Victoria. Refer to Schedule 3, Table 1, Item 3, of the Contaminated Sites Regulation for associated fees.
- **Site Profile Received** The site profile has been received and entered into the Site Registry, but no further action has taken place.
- **Soil Received** A Contaminated Soil Relocation Agreement under the *Environmental Management Act* has been finalized, and the site has received or will receive soil under that agreement.
- **Unknown Status** A site exists, but the ministry does not have sufficient information to determine its status.

Fee Category shows which category is used to calculate the site's regulatory review fees, as determined by regulations under the *Environmental Management Act*. For example, these include fees for reviewing a preliminary site investigation, or fees for processing a contaminated soil relocation agreement. Please see the pertinent regulations for a description of site size and complexity. Note that these are not remediation costs. Before July 2004, there were seven fee category codes:

- **Small - Simple** small sized site with simple contamination
- **Medium - Simple** medium sized site with simple contamination
- **Large - Simple** large sized site with simple contamination
- **Small - Complex** small sized site with complex contamination
- **Medium - Complex** medium sized site with complex contamination
- **Large - Complex** large sized site with complex contamination

Not Applicable After July 2004, the fee categories were reduced to three category codes:

- **Simple**
- **Complex**
- **Not Applicable**

Notations

This section of the Detail Report shows notations of pertinent legal and administrative events under the *Environmental Management Act* and regulations applying to contaminated sites. Notations are in chronological order, and can tell the story of the site and its remediation process.

Notation shows a specific notation of an activity on the site. For example, a notation may indicate that a covenant has been registered against a site with respect to contamination, that a Pollution Abatement Order has been issued against a site, or that the ministry has received a site investigation.

Notation Class describes the regulatory or administrative requirement that caused the notation to be added to the record.

Initiated shows the date that the notation was initiated. This is the earliest date of ministry involvement on file regarding the notation. This field can also be used to schedule future events. For example, if a report is due in two weeks, the due date may appear in this field.

Approved shows the date the notation was added to the Site Registry.

Ministry Contact shows the name of a contact person at the ministry who is related to that notation.

Note may show additional information that can help put the notation in context.

Required Actions shows what actions are required by the ministry.

Notation Participants and **Notation Roles** annotates people's involvement with the notation.

Site Participants

This section of the Detail Report shows stakeholders and affected parties or groups who are involved with the site, and who may participate in ownership, assessment, or remediation.

Participant the name of a person or group who is involved with the site.

Role(s) the role or roles of the participant with respect to the site in general. This can include the site owner, the main ministry contact, environmental consultants, or others.

Initiated the date the person began participating as indicated from ministry files or information forwarded to the ministry. Note that the ministry makes no attempt to verify this information other than through examination of ministry records. Dates may change as new information is received.

Completed the date the person or group ceased their direct involvement with the site, if known.

Documents

Generally, this section of the Detail Report only shows references to external documents submitted to the ministry, for example, environmental consultant reports which are associated with the site, in order of date submitted.

Title the title of the document.

Authored the date the document was written.

Submitted the date the document was submitted to the ministry.

Document Participants and **Document Roles** annotates people's involvement with the document, including the author, the person or office that commissioned the document, the reviewer, and the receiver of the document.

Site Association

This section of the Detail Report shows how many other sites are associated with the site. Sites can be associated in a number of ways. For example, site associations might show other sites covered by the same remediation plan, or other sites that were part of a larger property before subdivision, or sites which share a common PID. Associations work both ways: if site "A" is associated with site "B", then site "B" is also associated with site "A".

Site ID the ministry Site ID number of the associated site.

Date the date the association was noted.

Notes the nature of the association. For example, PID relationship or remedial plan relationship.

Suspect Land Use

These fields describe historical or current commercial or industrial land uses suspected to relate to the site's contamination.

Description shows the name of a land use that may contribute to contamination.

Notes may show free form notes that help to put the land use in context.

Parcel Description

These fields may show some other ways of identifying the land.

Date Added the date the PID, PIN, or Crown Lands File number was added to the Site Registry (not necessarily the date of subdivision).

Crown Land PIN# the Crown Lands PIN number, if applicable.

LTO PID# the Land Titles PID number, if applicable.

Crown Land File# the Crown Lands File number, if applicable.

Land Desc the first 255 characters of the Legal Description or the Land Description of the property, taken from the Land Title Office.

Site Profile

The remaining pages of the Detail Report show pertinent sections of the most current Site Profile information made available to the Site Registry.

Profile History Report

The Profile History Report prints out pertinent sections of all current and historic Site Profiles relating to the selected site.

The Profile History Report is a print option only—it does not display on the screen. Because this report can be very long, the system shows how many Site Profiles there are before you commit to the print. The report will be sent to the destination specified in your product delivery settings. See Product Delivery Options on page 37 for more information.

Click **Send to Mailbox** to accept the print of the Profile History report, or click **Return** to cancel the printing.

Product Delivery Options

Depending on how your *Product Delivery Options* are set up in BC OnLine's Account Management System, printable items will be delivered to your:

- Personal BC OnLine **User Mailbox**
  Each user in your BC OnLine account has a "User Mailbox" which only they can view.
- Firm's BC OnLine **Account Mailbox**
  Your BC OnLine account has a central "Account Mailbox" which anyone in your firm can view. If you set your delivery options so that printable items go here, anyone in your firm can see them.
- **Email** Inbox
  You can set your delivery options so that printable items go to an email inbox. Note that email messages can "go missing" due to internet provider problems and other issues beyond BC OnLine's control.

If you choose **User Mailbox** or **Account Mailbox**, the BC OnLine Mailbox button will turn yellow to alert you when new items arrive.

If you choose **Email**, the BC OnLine Mailbox button will *not* change colour. Make sure to check your email inbox frequently for new items.

For details on setting up Product Delivery Options and using your BC OnLine Mailbox, see the *Account Management User's Guide* and the *Mailbox User's Guide*, available on the BC OnLine web site.

Ministry Contact Number

For any queries on site information, please contact the Site Registry in Victoria during office hours (8:30 - 4:30).

Call 250-387-4441.

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